GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

	NAME AND/OR SYMBOL	BUILDING, ROOM, ETC.
1.	[illegible]	
2.	files	
3.		
4.		
5.		

- ☐ ALLOTMENT SYMBOL
- ☐ APPROVAL
- ☐ AS REQUESTED
- ☐ CONCURRENCE
- ☐ CORRECTION
- ☐ FILING
- ☐ FULL REPORT
- ☐ HANDLE DIRECT
- ☐ IMMEDIATE ACTION
- ☐ INITIALS
- ☐ NECESSARY ACTION
- ☐ NOTE AND RETURN
- ☐ PER OUR CONVERSATION
- ☐ PER TELEPHONE CONVERSATION
- ☐ READ AND DESTROY
- ☐ RECOMMENDATION
- ☐ SEE ME
- ☐ SIGNATURE
- ☐ YOUR COMMENT
- ☐ YOUR INFORMATION
- ☐

☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____

☐ PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

[illegible]

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME AND/OR SYMBOL	BUILDING, ROOM, ETC.
	TELEPHONE / DATE

GPO 1962 O—655346

GSA FORM [illegible]